

**SECRETARY MANAGER IV/CHIEF EXECUTIVE OFFICER**  
**24<sup>th</sup> District Agricultural Association --Tulare County Fair**

**BACKGROUND**

With a history dating back to 1893, the Tulare County Fair officially began in 1919 and is currently the main event of the 24<sup>th</sup> District Agricultural Association (DAA). Open year round, the 24<sup>th</sup> DAA has a 52-acre multifaceted facility serving a region that encompasses Tulare County and its neighboring communities. The facility consists of a grandstand that seats 4,700 people, a 3/8-mile racetrack, 100 horse stalls, a covered roping/barrel racing arena, five major buildings containing over 60,000 sq. ft., and a satellite horse racing wagering facility. More than 148,000 people attend the annual fair with an additional 150,000 people attending various interim events at the fairgrounds throughout the year.

**Candidates may perform these essential functions with or without reasonable accommodations. An Equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.**

**SCOPE OF POSITION**

The Secretary Manager IV/Chief Executive Officer (CEO) of the 24<sup>th</sup> DAA is an officer appointed by, and reports to, the Board of Directors (Board). The Board consists of nine directors appointed by the Governor and each director serves a four-year term. Under the direction of the Board, the CEO plans, organizes, implements and administers the development and utilization of the fairground facilities, which provides the public with a variety of entertainment, social, educational, cultural, and recreational activities. The CEO also directs the work of the staff of the 24<sup>th</sup> DAA, including those employees that work in the satellite horse racing wagering facility.

**DUTIES AND RESPONSIBILITIES**

1. Executes Board policy. Develops and effectuates goals and objectives, and adheres to the Mission Statement of the 24<sup>th</sup> DAA. Ensures compliance with Board policy and state laws, rules and regulations. Recommends changes to the Board based on evaluation of industry trends, community preferences and cultural diversity. Develops marketing strategies to attract maximum use of the fairground facilities and participation in those activities. Develops sponsorship packages and initiates presentation to sponsors.
2. Directs the development of, and/or personally develops, the annual budget and presents it to the Board and the Division of Fairs and Expositions for approval. Proposes revenue and expenses, and monitors fiscal status throughout the year, making adjustments as needed. Identifies problems and develops and implements solutions. Approves and/or monitors expenditures including solicitation of and negotiating bids. Manages and oversees facilities and grounds maintenance. Manages and plans the capital and outlay program for major refurbishment of existing facilities and/or the construction of new facilities.

3. Directs or personally performs the selection, hiring, training, evaluation, and disciplining of civil service employees as well as temporary staff for the annual Fair and other events.
4. Directs or personally implements the planning for the annual Fair.
5. Directs the promotion and showcasing of the agricultural industry of Tulare County.
6. Directs, recruits, and oversees all interim activities and uses of the facility.
7. Directs the maintenance of, or personally maintains, records required by the State and the Board of Directors, and the preparation and presentation of reports required by State control agencies.
8. Acts as the DAA representative to a variety of State agencies and trade associations including, but not limited to, the Department of Food and Agriculture, California Association of Racing Fairs, Division of Fairs and Expositions, Western Fairs Association, and the International Association of Fairs and Expositions.

## **DESIRABLE QUALIFICATIONS**

### **Competencies Dealing with People**

- Establish focus and priorities
- Foster teamwork
- Empower others
- Manage change and performance
- Oral and written communication
- Interpersonal awareness
- Building collaborative relationships

### **Competencies Dealing with the Work of the Organization**

- Diagnostic information gathering
- Analytical and strategic thinking
- Results oriented
- Thorough and decisive
- Planning and reporting through policy governance process

### **Competencies in Self-Management**

- Confident
- Stress Management
- Personal Integrity
- Flexibility and Cooperative

## **ADDITIONAL REQUIREMENTS**

1. Be willing to work irregular hours including some weekends.
2. Participate in community activities and organizations throughout the County.
3. Be creative, motivated, resourceful, objective, enthusiastic and personable.
4. Possess a valid California driver's license.

## **CONDITIONS OF EMPLOYMENT**

The CEO serves at the pleasure of Board (i.e. “at will” employment); therefore, the CEO may be terminated from service at any time without notice, cause or right of appeal.

Note: Applicants should be aware that, prior to employment with the 24<sup>th</sup> DAA, a thorough background investigation may be conducted. The investigation may consist of fingerprinting, credit check, driver history, and inquiry into local, state, and federal files to disclose criminal records. The prospective employee may also be required to complete a health questionnaire and/or pass a physical examination and to qualify for fidelity bond. Furthermore, the Applicant that accepts an employment offer will be required to obtain a CEO credential from the California Horse Racing Board.

## **COMPENSATION AND BENEFITS**

Salary Range: \$6922.00-\$8237.00 per month

Benefits: medical, dental, vision, life insurance and retirement program under the California Public Employees Retirement System (CalPERS).

Interested candidates should send an e-mail to [peter.alvitre@vlsci.com](mailto:peter.alvitre@vlsci.com) or [Nicole.A.Smith@usa.dupont.com](mailto:Nicole.A.Smith@usa.dupont.com) indicating your interest in applying for the CEO position and request an application package. Please specify if the package is to be e-mailed or sent by regular mail and include appropriate address and other contact details. Your inquiry and application will be held in strict confidence until it becomes necessary in the selection process to disclose your identity.